

CITY OF SAN PABLO Special Event Permit Application



San Pablo Municipal Code Chapter 9.24

~ Application must generally be submitted at least 45 days in advance of Event ~

RETURN COMPLETED FORM TO:

City of San Pablo Police Department, 13880 San Pablo Avenue, San Pablo, CA 94806

Tel: (510) 215-3130 **Fax**: (510) 215-3135

INSTRUCTIONS: Please submit your <u>completed</u> application with the appropriate processing fee to the City of San Pablo Police Department. Staff is available to help you with the application process and answer any questions you may have at (510) 215-3130. Completed application must be submitted at least forty-five (45) days prior to the event unless exempted by SPMC Chapter 9.24. Please file your application as soon as possible before the event to ensure your ability to complete the process or appeal any conditions or fees.

CONDITIONS: You <u>may</u> be required to pay for miscellaneous city services such as police officers, traffic officers, barricades, trash collection, etc. Any city services required by the permit conditions MUST be paid within 10 days after being notified of the cost of such services.

ALL APPLICATIONS MUST BE ACCOMPANIED BY PAYMENT OF NONREFUNDABLE APPLICATION FEE. INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL BE RETURNED.

THERE WILL BE NO WAIVER OF THE APPLICATION FEE.

DEFINITIONS

"Special Event" is any organized formation, parade, procession, demonstration or assembly which will travel upon the street, sidewalk, or any other public right of way owned or controlled by the city which does not comply with traffic laws; or, any organized assembly with 75 or more persons, under the control of a person for a common or collective use, who will require additional public safety or services and/or which will interfere with the use of public property or right of way. Examples include: parades, concerts, community events, sporting events and/or block parties. Special Event applications must be submitted at least 45 days before the event.

"Expressive Activity Event" is any assembly, the sole or principal purpose of which is the expression, dissemination, or communication by verbal, visual, literary, or auditory means, of a particular opinion, view or idea, and, **for which no fee or donation is charged or required as a condition of participation in or attendance at such activity, including public oratory and distribution of literature. Applications for these events should be filed as soon as possible, but may be filed as soon as two days before the event if necessary.**

SECTION I: Applicant Information

Name: Diana Aleman Also Known As:	
Address: 1220 Morello Avenue, Martinez Ca, 95553 Date of Birth: 28 October 1	987
Driver License: Y3164530	
Phone: 925 917 5901 State DL issued: California	
SECTION II: Contact Information	
The applicant for the special event permit must be the authorized representative of the organ the special event. The applicant must be available to work with the City staff throughout the	
Responsible Organization: Contra Costa Health	
Authorized Representative: Ernesto De La Torre	
Address: 1220 Morello Avenue, Martinez Ca, 95553 Street City	<u> </u>
Telephone: (Home) (Business)92	Zip Code 25 839 0150
Cell phone: 925 839 0150 Fax:	
Email: ernesto.delatorre@cchealth.org	
Contact Person present at and in charge of event: Diana Aleman	
Address: 1220 Morello Avenue, Martinez C A, 95553 Cell p	
exempt non-profit organization. SECTION III: Event Summary	
•	
Name of Event: Community Health Wellness and Resource Fair Data and Time of Event: Community Health Wellness and Resource Fair	
Date and Time of Event: Saturday, June 10th 2023. Time: 11:00 AM – 3:00 P	M
Location of Event: San Pablo Library, 13751 San Pablo Ave, San Pablo, CA	
Brief Description of Event – including purpose and target audience:	
he goal is to bring needed health services, screenings, and health education to our histor not to those with developmental disabilities. Our Fair will feature health services and vacc creenings, and interactive activities. Target Audience: The San Pablo Community	inations, information booths,
Dates/Times of Set Up: Saturday, June 10th 2023 from 8:30 AM- 10:30 AM	_
Dates/Times of Tear Down: Saturday, June 10th 2023 from 3:30 PM - 4:30 PM	
Estimated Attendance: Spectators: 250 Participants:	50
Is event open to the public?	_Yes□_ No□
Is there an admission charge?	Yes□ No□
Will a promoter/event planner be hired for this event?	
vill a promoter/event planner be filled for this event:	Yes□ No□

Type of Event
Health Fair □ Parade □ Festival □ Assembly/March • MUST provide the following:
Number of people participating Approx. 250
Number of Vehicles and Type N/A
Number of Animals and Type N/A
Attach Map with written narrative of the travel route and any alternative routes
Anticipated parking needs Additionally parking required: City Hall and San Pablo Senior Center
Security plan for control of pedestrian and vehicular traffic No moving vehicles in (Chattleton Lane) between 11 AM – 3 PM. Traffic Controllers/ guards and flaggers to control pedestrians flow Sound Amplification/Music • MUST provide the following:
 Upon conditional approval of the application, written proof of notification to nearby residents affected by the potential noise will be required unless it is a city-sponsored event
Expressive Activity
 Application Must be completed no less than two (2) calendar days prior to the event.
□ Block Party and/or □ Street Closure • MUST provide the following:
Attach proof of notification to the Fire Department
Attach proof of notification to the local Ambulance Service(s)
Attach proof of notification to the local Bus Service(s)
□ Vendor Fair □ Party/Celebration □ Business Event □ Other
Are there any alternative routes, times, or sites for your event should it prove necessary? NO
SIGNAGE/PUBLICITY Other than hand-held signs, what type of signage are you proposing to have at your event? 4 A- Frames, 3 Feather Flags Where and how will it be mounted? They are all free Standing
Do you plan to advertise the event? Yes□ No□
If yes, how? Check all that apply. □Invitation only □Radio □Television □Print □Other
Describe Printed flyers, door hangers, social media, CCH County website
Will there be live media coverage during your event? Yes□ No□ Describe

SITE PLAN

A detailed, legible, site plan to scale (1/8" = 1 foot preferred) must be attached to this application. Please show specific locations of the following: alcoholic and nonalcoholic concession areas; food concession and food preparation areas; portable and/or permanent toilet facilities; first aid facilities, tables and chairs, fencing, barriers and/or barricades; generators and/or source of electricity; tents/canopies; booths, exhibits, displays or enclosures; scaffolding, bleachers, platforms, stages, grandstands or related structures; vehicles and/or trailers; trash containers and dumpsters; valet route, parking sites, proximity to other buildings/structures, exit openings and pathways and other related event components not covered above.

ACCESSIBILITY PLAN

It is the <u>applicant's responsibility</u> to comply with all City, county, state, and federal disability access requirements applicable to the event; including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities, and programs must be accessible to persons with disabilities. Attach a separate sheet describing your accessibility plan.

SECTION IV: Security and Safety

vviii you be niring a private security service?	Yes⊔	NO□
If yes, provide name of security service provider, contact personand attach a copy of the security contract.	on and telephone numbe	r belov
Company Name Contact Person	Telephone	
If no, describe your alternate/internal security plan/procedures (attach additional pages if need	ed).
Total number of personnel to be used		
Will any security guards be armed? If yes, how many?	Yes□	No□
Will there be security guards at the entrance?	Yes□	No□
Will there be security guards at the exit?	Yes□	No□
Will you have an on-site Primary First Aid Provider?	Yes□	No□
Will there be a command post at your event?	Yes□	No□
Please describe and list location of the command post:		

NOTE: Security Service Personnel must be licensed with the California Department of Consumer Affairs. All service providers (i.e., security service provider, etc.) are required to possess or obtain a City of San Pablo Business License.

STREET CLOSURES

Are you requesting a street or lane closure?	Yes□	No□
Please describe location and exact time of closure and attach a map or diag	ram:	
Chattleton Lane from 8:30 AM to 4:00 PM		
Will bus rerouting be necessary to accommodate your event?	Yes□	No□
NOTE: Proof of Fire Department, Ambulance and Bus Service notification is closures and any other equipment or services necessary to conduct the export for participant and public health and safety.	•	
FIRE/SAFETY SERVICES		
Will you be using any of the following? Check all that apply:		
Tents □ How many? Dimensions of each x		
Canopies How many? 20 Dimensions of each 10 x 20		
Generators □ Cooking/Open Flame □ First Aid Facilities □		
Other (describe)		
BUILDING/SAFETY SERVICES		
Will you be constructing and/or assembling any of the following? Check all	that apply:	
Stages □ (height in inches) Bleachers or other seating □		
Tent or Canopy over 2,500 sq. ft. □ Tent or Canopy over 50 ft. long	in any dire	ction
Tent or Canopy over 25 ft. high □		
Displays or other structures (describe):		
NOTE: City Engineering and/or Building Department may require an inspendent of some second contact them through the City of San Pablo New Division at (510) 215-3055.		
PUBLIC WORKS/SANITATION		
Will portable toilets be used at the event?	Yes□	No□
Describe your plans for clean-up and for collecting and disposing of refuse, trash and litter receptacles: <u>Multiple trash receptacles placed strategic and convenients</u>	•	
Designated persons to pick up litter through out the event and after the event.		
SECTION V: Facilities and Parks		
Do you plan to use a City facility or park for your event?	Yes□	No□

NOTE: For application information on using a City facility or park please contact the City of San Pablo Recreation Department at (510) 215-3092.

Have you completed a Park/Facility Request form?

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No□

Yes□

SECTION VI: Food/Alcohol

Will food be sold or served at your event?

Will food be cooked on site?	Yes□	No□
Describe Food Truck with CC Health Food permit, will serve food to participants at no continuous co	ost to them	
NOTE E CONTROL OF CONT		
NOTE: Except for City-produced events, outdoor cooking is permitted only in City installed BBQ grills.	parks wnere	there are
Will your event be using a caterer?	Yes□	No□
If no, describe food handling, preparation, distribution and clean-up procede	ures	
NOTE: If you plan to serve food to the public, you must obtain all require Temporary Health Permit <u>at least two (2) weeks</u> in advance of your sche Contra Costa County Environmental Health Department, (925) 646-5225.		
Will alcoholic beverages be sold or served at your event?	Yes□	No□
Describe service area and security measures planned to ensure consupersons 21 years or older.		limited to
NOTE: Alcoholic beverages may not be sold or consumed at parks or in publical alcohol management practices specified by the City are implemented at Management, approval of Event Permit will be contingent upon receiving a California Alcoholic Beverage Control (ABC) Permit/License (510) 622-4970.	nd approved	d by City
SECTION VII: Entertainment Activities		
Will a DJ or Band be used?	Yes□	No□
Name:		
Contact Person/Authorized Representative:		
Address:Street City		Zip Code
Telephone: (Home) (Business)		·
Cell phone: Fax:	,	
Email: Website:	-	
Contact Person present at and in charge of music:		
Address: Cell pho		
Will the sound/music during this event be amplified?	Yes□	No□
If yes, complete the attached Sound Permit Application and submit with this	application	
What type of amplification (e.g., DJ, live band, stereo system, microphones) and for wh	at use?
Circle One: Indoors Outdoors		
Hours of amplified sound/music: Start a.m. /p.m. Finish _	a	.m./p.m.
Number of stagesNumber of bands Type of music		- -
Names of additional entertainers/band members:		

Yes□

No□

NOTE: Upon conditional approval of all Sound Permit Applications, residences and businesses within 500 feet of an event site shall be notified in writing prior to any event held outdoors or in a tent/temporary structure where there will be amplified sound (other than brief, intermittent announcements) or live music. Sound check time will be limited to a cumulative total of two (2) hours before start of event.

VENDING AND/OR PRODUC	CT GIVE-AWAYS			
Check any of the following that a	apply:			
Food/Beverage Sales □	Auction of goods \square	Sale of goods	/servi	ces 🗆
Solicitation of donations □	Other □			
Will there be retail sales by cond	essionaires in conjunction with	this event? Ye	s□	No□
How many concessionaires?	What types of products	will be sold?		
Will products be given away at the lf yes, describe:		Ye	s□	No□
NOTE: Vending (i.e., the sale of	food, beverages, merchandise	e and sampling of	orodu	cts) is no

permitted in parks or on public streets unless the event is City-sponsored or co-sponsored or City authorization has been obtained.

SECTION VIII: Additional Information

BUSINESS LICENSE

All supply/service providers (i.e. caterer, promoter, security, rental companies, entertainers, etc.) are required to possess or obtain a City of San Pablo Business License. All retail vendors or exhibitors are also required to possess or obtain a City of San Pablo Business license unless exempted under non-profit status.

INSURANCE

Unless exempted, a certificate of insurance for a minimum of \$2,000,000 (two million dollars) general liability per occurrence naming the City of San Pablo and its officials and employees as additional insured may be required from a reliable insurance company authorized to do business in the state. Proof of insurance shall be submitted to the City prior to issuance of the permit. Some events may require auto, liquor, participant, or garage keeper's liability and may involve higher limits. Such insurance is provided for the benefit of the city and not as a duty, expressed or implied, to provide insurance protection for spectators or participants.

The insurance requirement does not apply to Special Events that involve Expressive Activity which enjoy protection under the United States or California constitutions, provided that the permittee agrees to defend and indemnify the City as set forth below. A claim for exemption under this section shall be filed with and at the same time as an application for a permit. The City may require such proof and documentation as reasonably necessary to verify the constitutionally protected status of the special event.

Describe insurance and/or surety bond coverage:

APPEALS PROCESS

Any applicant may appeal any decision, condition, fees or charges by filing a written notice with the City Manager via the City Clerk's office within five (5) business days of the decision and needs to contain the name, address, phone number of applicant with a detailed description of the specific action or grounds to be reviewed. The City Manager will have one (1) business day to respond in writing and in a case of "expressive activity" may consult with the City Attorney. The City Manager's decision may be appealed in writing to the City Council via the City Clerk within five (5) business days and shall include the same information as the original appeal. Any appeals not filed within the listed time frames will not be considered. Failure to file an appeal constitutes a failure to exhaust administrative remedies unless the applicant can establish by a preponderance of the evidence that due to timeliness or other circumstances recognized by law the filing of such appeal would be futile.

INDEMNIFICATION

By signing below, the permittee expressly agrees to defend, protect, indemnify and hold the City, its officers, employees and agents free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, agents or employees in connection with the permitted event or activity. The permittee shall, at permittee's own cost, risk and expense, defend any and all claims or legal actions that may be commenced or filed against the city, its officers, agents, or employees, and shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its officers, agents or employees as a result of the alleged acts or omissions of permittee or permittee's officers, agents or employees in connection with the uses, events or activities under the permit. This shall not be construed so as to require a permittee to indemnify the City for any damage or harm caused by the City itself or by third parties outside the control of the permittee, or for losses to the City occasioned by the reaction to the permittee's expressive activity.

SERVICE CHARGES

Pre-payment is required of traffic control and related costs, including the salaries and benefits of City personnel involved in traffic control, fire safety, or other facility or event support, the use of City equipment, clean-up costs, and other non-personnel expenses. Upon approval of an application for a special event permit, the Chief of Police shall provide the permittee with a statement of the estimated cost of such expenses. The permittee will be required to pre-pay prior to the issuance of the Special Event permit unless the Chief of Police, for good cause, extends time for payment, or, if the applicant appeals the required payment, the City Council in its discretion finds that a public purpose supports the City funding, partially funding or waiving such fees. In making this determination the City Council shall apply the factors set forth in SPMC §9.24.160.

SECTION IX: Certification and Receipt

I certify that I will fully comply with the City of San Pablo Special Events Ordinance and with the all specific conditions and general guidelines of the Special Event Permit. I certify and agree that I and my organization will be financially responsible for City fees and costs that may be incurred as a result of the event as set forth in SPMC §9.24.110.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Submitted by		Title	
	(Please print)		
Signature		Date	



FOR STAFF USE ONLY

The application fee shall be waived as to an applicant who qualifies as an indigent natural person, who is eligible for county relief and support under the California Welfare and Institutions Code, and who seeks to exercise First Amendment rights by applying for a special events permit for expressive activity under this chapter.

APPLICATION FEE PAYMENT METHOD

Amount enclosed \$		
☐ Check or Money Order (Payable to: City of San Pablo)		
□ Visa □ MasterCard #		Exp. Date
Name on card (please print):		
Billing address of credit card:		
Signature:	_Date	